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ODP # 81-062

DD/A 81-0082

14 JAN 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

FROM:

[REDACTED]
Chief, Management Staff, DDA

SUBJECT:

Financial Guidance for FY 1981 [REDACTED]

1. Attached is a copy of Financial Guidance for FY 1981 issued by the Comptroller over the DDCI's signature. [REDACTED]

2. The financial guidance for 1981 is essentially the same as in prior years. One additional requirement is contained in paragraph 6 -- reprogramming of funds budgeted for [REDACTED] requires prior concurrence of the Comptroller. [REDACTED]

3. [REDACTED] and I are available to answer any questions you may have on this subject. [REDACTED]

Attachment:
As Stated

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C/management Staff/ODA

COMPT 81-0001

12 JAN 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM : Deputy Director of Central Intelligence

SUBJECT : Financial Guidance for FY 1981 ☐

25X1

REFERENCES : A. Memo for DD's from Compt dtd 17 November 1980,
Subject: Financial Guidance - FY 1982 Congressional
Budget ☐

B. Memo for DD's from Compt dtd 22 December 1980,
Subject: Revised Financial Guidance - FY 1982
Congressional Budget ☐

25X1

1. The Congress has completed action on our FY 1981 budget request, and adjustments have been made to selected activities and programs. The FY 1981 program levels for your directorate are as follows:

Personal Services
October 1980 Pay Act
Nonpersonal Services
Total Funds

☐

25X1

Positions
FTE:
Full-time
Temporary/Part-time
Indigenous

☐

25X1

These levels reflect final Congressional action on our FY 1981 budget request. Specific Congressional adjustments affecting your directorate are identified in Reference A. In addition, your part-time work-year level has been reduced by 10.0 due to an OMB cut. ☐

25X1

* Summer Only, Co-ops, and Summer Intern categories are no longer included in FTE calculations.

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2. Reprogramming of FY 1981 funds will be subject to limitations prescribed in the following paragraphs. The "base" from which reprogramming will be judged is the data reflected in the 1981 column of the 1982 Congressional Budget. This data will become the operating budget (operating amount column) in the Financial Resources System (FRS). As in the past, you are expected to keep records and controls over your resources by major component and to continue to update project number (FAN) and subobject class data in FRS to facilitate review and monitoring throughout the year of the way in which resources are being used. ☐

25X1

3. The personal services funds in your operating budget may be reprogrammed between components to meet projected needs. You may not, however, convert these funds to nonpersonal service object classes without prior approval of the Comptroller. October 1980 Pay Act funds are included in your operating amount in the FRS; however, as you know, Pay Act funds cannot be allotted until the appropriation is enacted and OMB has apportioned the funds. ☐

25X1

4. In order to ensure compliance with 1981 Congressional action as well as standing Congressional directives regarding the reprogramming of funds, all proposed reprogramming actions and funding changes specified below must be submitted to the Comptroller. The DCI must approve all actions requiring Congressional notification or approval. Congressional notification and/or approval is required when reprogramming involves:

- any activity which is politically sensitive or which could potentially be embarrassing to the US;
- any activity that has been specifically reduced by Congressional action;
- any proposed significant activity not specifically authorized by Congress;
- an increase of \$5 million or more in procurement or personal services costs;
- an increase in any R&D program or new procurement request of \$2 million or more;
- any below-threshold action involving a new program that will result in significant follow-on costs; and
- any item designated of special Congressional interest. ☐

25X1

6. In addition to the above, the austerity of our program makes it necessary for us to pay particular attention to all significant funding changes. Accordingly, the following must be submitted to the Comptroller for concurrence:

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--proposals to shift nonpersonal services funds in amounts of \$100,000 or more between major object classes or project numbers (FANS); and

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25X1

7. As in the past, the Comptroller will meet monthly with the deputy directors to review the status of the Agency's financial and personnel resources and to take action to correct imbalances in resource needs. In preparation for scheduled Comptroller Meetings, the directorate will provide the Comptroller with an operating budget status report by the tenth work day of each month. The report shall contain: (1) component nonpersonal services commitments by subobject class and, as appropriate, purpose; (2) estimated directorate personal services requirements to year-end (by subobject class); (3) surplus funds or savings available for uses other than originally budgeted; (4) obligations and unobligated commitments* on specific activities identified by the Comptroller prior to the monthly meetings; and (5) unfunded requirements in excess of \$100,000. Unfunded requirements should be described in a sentence or two and listed in rank order (highest priority first). ☐

25X1

8. After 31 July 1981, conversion of funds to Property Requisitioning Authority (PRA) or PRA to funds will be allowed only in exceptional circumstances that are personally requested by the appropriate deputy director. ☐

25X1

9. I commend you and your staff for efforts throughout FY 1980 to effectively address the Agency's tight fiscal situation. We successfully dealt with the top priority unfunded requirements, adhered to Congressional directed ceilings, and obligated funds on an effective and timely basis throughout the year. Because we are again faced with a tight budget in FY 1981, it is imperative that you, together with the Comptroller, continue to be forthright in identifying your resource needs. ☐

25X1

10. You are requested to furnish copies of this memorandum to subordinate components as necessary to ensure understanding and compliance. ☐

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Frank C. Carlucci

* Commitments include only those items on which formal action has been initiated to incur obligations, but because of administrative/procurement, contract processing, and or other delays, the obligations have not been recorded in the FRS.

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